Archiving

As a business there comes a time when you run out of space for paperwork or electronic files. This is when you need to make decisions about what to keep and what to get rid of. Hopefully you already have a policy and even a procedure to make the process less painful.

Electronic files if they are organized well can be backed up to another hard drive or other media. In fact your electronic files should be backed up on a regular basis. Some ideas for regular back ups might be to use an online system in addition to on site back ups. While this might be a pain to setup initially it will be worth the effort when a hard drive fails.